

Carlisle Parent Teacher Organization
November Meeting Minutes – November 5, 2015
9:00 am – Spalding Conference Room

Attendees: Amy Caggiano, Carrie Patel, Nicole McGeough, Amy Smack, Christine Lear, Emily Richardson, Niressa Martin, Eva Mostoufi, Lisa Chaffin, Joan Wickman, Carrie Wilson, Laura France

Christine Lear called the meeting to order at 9:05 am

Approve October Minutes

Amy Caggiano made a motion to approve the October minutes.

Niressa Martin seconded the motion.

Vote: Minutes Approved.

Administration Updates

- Joan Wickman referred to her resignation announcement and wanted to thank parents, staff, and families as all are very dedicated and she is honored to be superintendent.
- District Attorney's office talking to Middle Schoolers about cyber safety and will give a parent talk as well. This talk could possibly be offered as a coffee meeting before a PTO meeting.
- Wellness committee is spanning all grades; also staff fitness. Looking at healthy snacks working with student council.
- Newly created technology committee is meeting; new website is up; supporting teachers in creating their web pages.
- Looking to bring David Dockterman in to speak to parents; working with Cary Keller. Professional development is continuing with different programs.
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Dennet Sidell –

- Elementary had a Kindergarten forum; just over 30 parents; discussing full day schedule. Also sent a survey to parents. Had parents who asked about support.
- Halloween parade was awesome!
- STEAM is in full swing; over 100 kids participating.
- Many thanks for the grants.
- Scott Triola has done a great job helping with recruiting volunteers for lunch/recess. Castle has been open almost every day.

Carrie Wilson –

- Thank you for the grants. Teachers are going to share how they've used the grants.
- Cross-country has finished; had 92 kids participating.
- Recycling at lunch is going well.
- 8th grade went to MFA this week.
- Christine Lear asked if we could involve middle schoolers in the Lost & Found. Student Council could be involved. Lost & Found will be out during December conferences for parents to look through. Lost & Found is in cafeteria but also near PE and library. Everything gets brought to the cafeteria. Cary Keller will be in touch with Carrie Wilson about involving the middle schoolers.

CSA Thank Yous!

- Lori Brown, Eva Mostoufi, Amy Caggiano, Niressa Martin, Sandy Eisenbies, Emily Richardson, and Nicole McGeough for working so hard on the fundraising plans for this year – meetings will be at 11 am on Tuesday mornings at Christine Lear’s house.
- Bridget Ferrari and the Events team for the Halloween Bash on October 23
- Eva Mostoufi for the Spirit Shirt sale and delivery – store will open on Friday
- Sandy Eisenbies and Eva Mostoufi for getting the Apparel Sale ready
- Amy Caggiano for organizing the Gift Card Sale

PTO Ongoing Business

- Membership – update- Niressa Martin – Husky Directory has 393 households in database; 88 faculty members have access. 627 students includes 9 CASE and 8 out of district students. Out of 707 parents, 357 have access to Husky Directory. PTO has 213 family memberships totaling \$10,095. 129 households not confirmed yet – we will approach them this weekend. We don’t have any email address for 41 households. All information has been pre-loaded into the directory; we just need confirmation from parents.
- Room Parent Coordinator – Nicole McGeough – things going smoothly; hasn’t heard of problems. For future Nicole will ask room parents to cc her on messages to parents.
- Events - Halloween Bash notes and Game Night on November 13, 7:00 - 8:00 pm – had perfect weather for Halloween Bash; lots of kids on castle. Game night is November 13. Gamewright is going to loan us games for the evening. We can buy those games at 25% of cost. We will use the popcorn machine in cafeteria; just have to buy popcorn. Notes will go in backpacks on Monday. Need volunteers to help pass out games. Can sell games as a low-key fundraiser – PTO would get 50%. Teachers could create a wishlist and parents could buy for classrooms. We’ll sort games by age appropriateness. Needs people at 6 pm to help – let Christine know you’re coming.
- EVP - Faculty & Staff Grants, Gift Card Sale – Amy Caggiano – thanks to everyone who voted online. Incorporating Susan Pray and Scott Haffner (technology group). School committee approved grants last night. Looking at funding for going forward. Two outstanding grants moving forward, pedal desks and white board for the student council. Gift card sale – have order forms from United Scrip went home in backpacks this week. Ending November 30 because we need to deliver gift cards in a timely fashion. Publicity has begun. Amy will confirm orders with email and will be in touch to determine best way for delivery.
- Treasurer - looking for others to contact area PTOs for Membership data – Christine Lear reported Alyson is deep into taxes and we’re still transitioning from CSA to PTO.
- Fundraising - CarlisleEcommunity update, Husky Apparel Sale – Eva Mostoufi – rolling out apparel sale this Friday. Sale will run at same time as gift cards. Delivery date will be December 16-17 for families that are getting gifts. Working on community eDirectory is fully operational. Will be loaded with listings. Has documentation for future. Yellow pages will be uploaded with businesses. Testing website and will begin training others. Meetings at Christine’s on Tuesdays at 11 am. Sandy Eisenbies is working on logo. There is a paper phonebook in progress (person in town looking to raise funds for her business). Amy thanked Eva for all of her work on the Ecommunity. Also nice way to support parents in town who are starting businesses. There aren’t really any industry standards for ad pricing for an online directory. Lots of automation in terms of renewing ads; can generate reports for advertisers.

- Curriculum Enrichment – Lisa Chaffin & Amy Smack – have 80% of programs nailed down. Some of spring ones are in progress; waiting for dates from teachers. On budget, finding that with the demographic changes there are fluctuations in fees from vendors. There are also some price increases. May not do an all-school assembly but could do for just elementary instead. Middle school has substantial programs. Seventh grade doesn't have a program, but teachers have applied for grants.
- Box Tops Contest winner! Mrs. Gerade's Class. PTO raised \$265.00. Next contest deadline is February 12, 2016. Christine Lear presented the award to Mrs. Gerade's class.

New Business

- November Event - game night, Friday, November 13 7-8 pm in the cafe
- PTO Organizational Chart & Nomination Process Meeting - Monday, November 16 at 11:00 am waiting to hear location. Doodle poll is closed. Work flow has changed and we need to look at. Need to consider nominations. Amy will present to the Carlisle Family Connection to see if there are parents who are interested in volunteering on the PTO. Would be great to have more parents involved.

Adjourn

Amy Caggiano made a motion to adjourn the meeting.

Laura France seconded the motion.

Vote : Meeting adjourned at 10:10 am.

Next meeting will be on Thursday, December 6 at 9:00 am in the Spalding conference room.

Minutes respectfully submitted by Emily H. Richardson, PTO Secretary

Addendum

Online Vote for Faculty & Staff Grants Cycle 2015-16

Amy Caggiano requested that we vote upon the faculty and staff grants prior to our November 5, 2015 meeting so that the Carlisle School Committee could vote upon the grants at their meeting on November 4, 2015.

Faculty & Staff Grants Budget for 2015-16 = \$16,000

Total Requested Approval (as of October 27, 2015): \$12,779.60

Total Funded by School (as of October 27, 2015): \$3,363.52

Total # of Grant Applications Submitted: 20

Total # of Grant Applications Approved: 18

Total # of Grant Applications in Process (further discussion needed): 2

Amy made a motion to approve the grants totaling approximately \$12,780. Please note that we are still in discussions regarding funding on two of the grant applications.

Online Vote: Approved.